



## THE SOUTH ATLANTIC CENTER FOR VETERANS EDUCATION AND TRAINING, INC.

**POSITION:** DIRECTOR OF STUDENT SERVICES

**OPEN DATE:** 1 DEC 2010

**CLOSING DATE:** OPEN UNTIL FILLED

**FEDERAL CONTRACTOR:** NO **TYPE OF BUSINESS:** NON-PROFIT

**MAILING ADDRESS:** P. O. BOX 5051, COLUMBUS, GEORGIA 31906

**CONTACT PHONE #:** 706-593-3393 **E-MAIL:** [AHARRISON@GCVRET.ORG](mailto:AHARRISON@GCVRET.ORG)

**JOB LOCATION:** CUTHBERT, GEORGIA **PUBLIC TRANSPORTATION AVAILABLE:** NO

**TESTING REQUIREMENTS:** Drug , Alcohol, Background, Credit

**EDUCATION:** M.A., MS., Ph.D.

**TEMP – TO-PERM:** **Work Hours:** 8

**NUMBER OF OPENINGS AVAILABLE:** 1

### GENERAL RESPONSIBILITIES

Participates in the overall planning and implementing of services for students, including housing, individual counseling, case management, education and employment services, life skills development. Liaison for provider and community relationships. These responsibilities and duties will be performed under the supervision of the Executive Director.

### DUTIES AND RESPONSIBILITIES:

1. Student Services - Arranges to meet basic needs of students; assures adequate assistance, case management, etc.
2. Fiscal management - Assists in the preparation of annual budgets; implements budget approved by the Board and provides input into all subcontracts.
3. Training - Develops plans and coordinates implementation of training programs based on student needs.
4. Case management - Supervises case managers in the conduct of their case loads.
5. Outcomes - Inputs data., compiles statistics and generates reports relative to the program that are required by funding sources. Assesses relevance of the program and its effectiveness for the student population.
6. Community Relationships - Links the program to the appropriate support agencies, which will include Veterans Affairs Medical Centers, Department of Veterans Affairs offices, governmental agencies, private health care providers, neighborhood organizations, et al.
7. Provides supervision to interns from various educational institutions.
8. Other duties as assigned.

**Veteran preferred.**

### QUALIFICATIONS:

Master's degree in social work from a 4 year college, 2-4 years related experience/training. Supervision of at least eight staff members. Background in administration and case management. Strong language skills and the ability to reason well. **Veteran preferred.**